

# TRADER JOE'S

## Donation Guidelines

Updated 2/11/2020

We are committed to being good neighbors, and to us that means taking part in and giving back to our local communities. That's why we handle all requests for food and beverage donations and involvement in community events in our stores.

ALL food and beverage donation requests are to be arranged with the Donations Coordinator at your neighborhood Trader Joe's.

Following are our basic food and beverage **Donation Guidelines**:

- Trader Joe's can only donate to **non-profit (501c3)** organizations with a **valid, current tax ID number**.
- Food and beverage donations are **limited to one per year, per organization** from Trader Joe's Company (not one from every Trader Joe's store in your area).
- **Requests** for food and beverage donations should be **submitted in writing**, on the **non-profit group's letterhead**, referencing the **valid tax ID number**.
- The written request should **explain the nature of the organization**, why the donation is needed and **what kind of donation** is being requested.
- Donation requests should be delivered to the store by your organization's representative, **at least three weeks prior to the date the donation is needed**.

Please understand that because we receive so many requests, we are not able to accommodate every organization.